

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby given to the public that the following meetings will be held

THE WEEK OF FEBRUARY 15-19, 2010.

MONDAY, FEBRUARY 15, 2010

* 3:00 p.m.	Housing Authority	Room 604—City Hall 100 N. Jefferson Street
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TUESDAY, FEBRUARY 16, 2010 (No Meetings)

WEDNESDAY, FEBRUARY 17, 2010

* 1:30 p.m.	Emergency Medical Services Council	Board Room Village of Ashwaubenon 2155 Holmgren Way
* 7:00 p.m.	Board of Supervisors	Legislative Room 203 100 N. Jefferson Street

THURSDAY, FEBRUARY 18, 2010

* 6:00 p.m.	Library Board	Central Library 515 Pine Street
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FRIDAY, FEBRUARY 19, 2010 (No Meetings)

***Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, February 15, 2010
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS: Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick, Paul Kend e, Rich Alcher

APPROVAL OF MINUTES:

1. Approval of the minutes from the January 11, 2010, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program (December and January)
 - A. Preliminary Applications
 - B. Housing Assistance Payments
 - C. Housing Assistance Unit Count
 - D. Housing Quality Standard Inspection Compliance
 - E. Housing Choice Voucher Administrative Costs and HUD 52681B
 - F. SEMAP Monitoring Report
 - G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
 - H. Report on the Housing Choice Voucher Home Ownership Option.
 - I. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

OLD BUSINESS:

None

NEW BUSINESS:

3. Discussion and action on Chapter 8 (Housing Quality Standards) of HCV Administrative Plan.
4. Discussion and action on Chapter 3 (Denials) and Chapter 12 (Terminations) of HCV Administrative Plan.

5. Discussion and action on Chapter 15 (HCV Homeownership) of HCV Administrative Plan to add Catholic Charities as an approved homeownership counseling provider for the HCV Homeownership Program.
6. Discussion and possible action to approve administering VASH vouchers prior to finalization and approval of changes to Administrative Plan for VASH vouchers.
7. Update from ICS on investigation contract and discussion and possible approval for the Authority to pay a portion of the cost of investigative services.
8. Review and approval of Resolution No. 10-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2009.
9. Discussion and action on responses to Request for Proposals for 150 new construction Project Based Vouchers.
10. Approval of 2009 BCHA Year End Financials.

INFORMATIONAL:

11. Commissioners' Corner articles from NAHRO.
12. HUD Approval of 5 Year/Annual Agency Plan.

BILLS:**FINANCIAL REPORT:****STAFF REPORT:**

13. Summarized list of BCHA Actions.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting, so that arrangements can be made.

EMERGENCY MEDICAL SERVICES COUNCIL

Chair, Cmdr. Kris VerVaeren

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that a regular meeting of the Emergency Medical Services Council

Wednesday, February 17, 2010, 1:30 pm

**** Please Note Meeting Location ****

**Village of Ashwaubenon, Board Room
2155 Holmgren Way**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of December 16, 2009.
4. Nomination/Election for EMS Council Chair.
5. Nominations for EMS Council Vice-Chair.
6. Election/Election of EMS Council Vice-Chair.
7. End of Life Program Update.
8. Medical Director's Report.
9. Training and Standards Work Group.
10. Statewide Committees and Task Force – Reports.
11. Other Business.
12. Public Comment and Such Other Matters as Authorized by Law.
13. Next Meeting – April 21, 2010 1:30pm
14. Adjourn

Chair, Cmdr Kris Ver Vaeren

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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BOARD OF SUPERVISORS

Brown County



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E-mail bc_county_board@co.brown.wi.us

GUY ZIMA, CHAIR

MARY SCRAY, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, February 17, 2010 @ 7:00 p.m.,** in Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

**** PRESENTATION ****

Commendation to James Nickel – Public Safety Communications Director

1. **Adoption of Agenda.**
2. **Comments from the Public regarding agenda items only.**
3. **Approval of minutes of January 20, 2010.**
4. **Announcements of Supervisors.**
5. **Communications: (None)**
 - a) **Late Communications:**
6. **Appointments by County Executive:**
 - a) Reappointment of Patricia Hickey, Chua Xiong, Sunny Archambault, Shirley Richardson, Kristine Robb and Helen Desotell, and appointment of Wendy Bjorlin and Jean O'Leary to Community Options Planning Committee.
 - b) Appointment of Christopher Froelich to Library Board.
 - c) Reappointment of Supervisor Bill Clancy and Supervisor Bernie Erickson to Planning Commission.
 - d) Appointment of Allison Swanson to Solid Waste Board.
7. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.
8. **Other Reports:**
 - #8a Treasurer's Financial Report for month of November, 2009.

9. **Standing Committee Reports:**

- a) Report of Administration Committee of January 28, 2010.
- b) Report of Education & Recreation Committee of February 4, 2010.
- c) Report of Executive Committee of February 8, 2010.
- d) Report of Human Services Committee of January 27, 2010.
- e) Report of Planning, Development & Transportation Cmte of January 25, 2010.
 - i) Report of Land Conservation Sub Committee. **No meeting/No report.**
- f) Report of Public Safety Committee of February 3, 2010.

10. **Resolutions, Ordinances:**

Executive Committee

- a) Resolution re: To Approve the Extension of the Resch Center Naming Agreement.
Motion at Cmte: To approve.

Public Safety and Executive Committee

- b) Ordinance to Create Sec. 30.09 of the Brown County Code Entitled "Purchase and Sale of Scrap Metal." *Motion at Public Safety: To hold until the March meeting and that Corporation Counsel be present; Motion at Exec: To approve pending language change by Attorney Mohr.*
- c) Resolution re: Change in Table of Organization Sheriff's Department Addition of Grant Funded Positions. *Motion at Public Safety: To approve; Motion at Exec: To approve for the time period stated from January 1, 2010 to December 31, 2012.*

11. **Such other matters as authorized by law.**

12. **Bills over \$5,000 for period ending January 31, 2010.**

13. **Closing Roll Call.**

14. **Adjournment to Wednesday, March 17, 2010 at 7:00 p.m., Legislative Room #203, City Hall, 100 North Jefferson Street, Green Bay, Wisconsin.**

Submitted by:

Guy Zima

Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda.

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LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

BROWN COUNTY LIBRARY BOARD

Central Library

515 Pine Street, Downtown Green Bay

Thursday, February 18, 2010

6:00 p.m.

AGENDA

1. Approve/modify agenda
2. Minutes, bills and communications
3. Open forum for the public
4. Information Services report on services received – Bob Heimann, Director, Information Services
5. Financial Secretary's Annual Report
6. Facilities Report
 - a. Solar Energy Project at Kress
 - b. Energy Conservation Methods update
 - c. East Branch lease committee update
 - d. Progress on RFP for architectural services
6. Accountant's report
 - a. Financial report
 - b. Acceptance of gifts, grants and donations
 - c. Carryover funds
7. Approval of WI Public Library Annual Report
8. Late opening on Friday, 10/08/10 for the purpose of an ALL-STAFF workshop
9. Approve Table of Organization and Advertising for Open Positions
10. Approve policies
 - a. Staff Travel
 - b. Contest Eligibility
11. Nicolet Federated Library System
 - a. Monthly update
12. President's report
13. Director's report
 - a. Staff Continuing Education
14. Such other matters as are authorized by law
15. Adjournment

Terry J. Watermolen

**Terry Watermolen
President**

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.



FEBRUARY 2010



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5pm	Ed & Rec 5:30pm		
	1	2	3	4	5	6
	Executive Cmte 6:00 pm	Vets' Recognition 5:15pm				
7	8	9	10	11	12	13
Valentine's Day			EMS 1:30pm Board of Supervisors 7:00 p.m.	Facility Master- Plan 5:15 pm.		
14	15	16	17	18	19	20
	Land Con 6pm Plan Dev & Trans 6:30 pm	Criminal Justice Coord Bd 3:30pm	Human Svc Cmte 6pm	Admin 5:30 pm		
21	22	23	24	25	26	27
28						



MARCH 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5pm	Ed & Rec 5:30pm		
	1	2	3	4	5	6
	Executive Cmte 6:00 pm	Vets' Recognition 5:15pm				
7	8	9	10	11	12	13
			Board of Supervisors 7:00 p.m.	Facility Master Plan 5:15 pm.		
14	15	16	17	18	19	20
	Land Con 6pm Plan Dev & Trans 6:30 pm		Human Svc Cmte 6pm	Admin 5:30 pm		
21	22	23	24	25	26	27
		Criminal Justice Coord Bd 3:30pm				
28	29	30	31			

BROWN COUNTY COMMITTEE MINUTES

- **Aging & Disability Resource Center Board (January 28, 2010)**
- **Children with Disabilities Education Board (January 27, 2010)**
- **Planning Commission Board of Directors (December 2, 2009)**

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

January 28, 2010

PRESENT: Patricia Finder-Stone, Tom Diedrick, Libbie Miller, Grace Aanonsen,
Steve Daniels, Donajane Brasch, Judy Parrish, Tom De Wane

EXCUSED: Pat Cochran, Bill Clancy, Keith Pamperin

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Devon Christianson,
Debra Bowers, Steve Maricque, Denise Misovec, Dr. Dave Donarski

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made by board members and those present.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

ADOPTION OF AGENDA: Mr. Diedrick asked for any additions or corrections to the January 28, 2010 Agenda. Ms. Archambault noted that we would be approving the Preliminary December 2009 Finance Report, not the October Finance Report.

A motion was made by Ms. Miller and seconded by Ms. Parrish to adopt the January 28, 2010 agenda with the above noted correction. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 10, 2009:
Mr. Diedrick asked for approval of the minutes of the regular meeting of December 10, 2009. Ms. Finder-Stone noted that on page 1 Ms. Archambault's last name is noted twice under those "Also Present".

Ms. Miller moved and Sup. De Wane seconded to approve the minutes of the regular meeting of December 10, 2009 with the above noted correction. **MOTION CARRIED.**

FINANCIAL REPORT:

A. APPROVAL OF DECEMBER FINANCE REPORT: Ms. Archambault reviewed the Preliminary December 2009 Financial Report. She noted that we are under spent in Salary and Fringe Benefits because new hires were added later in the year and the budget is based on full employment on January 1. Line items 8, 9 & 10 (Benefit Specialist Part D, SHIP Expense and MIPPA Expense) reflect additional dollars received for Benefit Specialists to help with Medicare Part D. While the expense report shows we are over in Building Improvements, these dollars were carried over from 2009 to redo the parking lots. Restricted Purchases are used for donor specific purchases and are detailed on page 5 of the financial report. Miscellaneous Services and Non-Operating Expenses are budget expenses and revenues that really don't impact the budget but have to be accounted for. Rural Driver Escort appears to be over budget; however, there is offsetting revenue for this. Bank Fees represent additional fees that were not budgeted for in 2009

On the revenue side Ms. Archambault explained that we are now participating in 100% time reporting and have captured more MA Dollars than previously anticipated. The Fiscal Agent Contract ended in 2008 but some dollars were carried over for expenses related to completing tax reports and to help train the new

provider. Interest Income and Community Service Monitoring Revenues are decreased due to the economy.

Ms. Miller moved and Ms. Parrish seconded to approve the December 2009 Preliminary Financial Report. **MOTION CARRIED.**

B. APPROVAL OF RESTRICTED FUNDS: Ms. Archambault referred board members to the salmon colored page of the financial report and reviewed the outlined restricted/memorial donations as well as the restricted purchases for 2009.

Sup. De Wane moved and Ms. Brasch seconded to approve the Restricted Funds. **MOTION CARRIED.**

C. APPROVAL OF RESTRICTED DESIGNATED FUNDS FROM 2009:

Ms. Archambault noted that in past board meetings we had discussed the need for additional space to accommodate the Home Bound Meal Program and for other ADRC programs. We were considering the building at 428 S. Adams, but determined that there was not enough parking space. We need 18 drivers daily to deliver meals and this requires more parking than this site can provide. She referred board members to the gold page of the financial report, the Designated/Undesignated Net Asset Report and noted that we do have money in the Facilities Fund set aside for the purchase/renovation of an additional building.

During this past week, staff walked through space that the Quality Inn on Washington Street has for sale. The Quality Inn is in the process of selling off meeting rooms on the south side of their building under a "condo" arrangement. This location looks promising. We have a list of questions for the realtor and owner that we need answered before pursuing this further. Jeff Oudeans from the county's Facilities Department is working with us on this issue. Ms. Archambault added that this possibility is still only in the beginning stages.

Mr. Holzer, ADRC Facilities/Placement Coordinator, reported on energy initiatives that would be completed if the board approves spending the \$68,554 restricted revenues in the Facilities Fund. He reported that the large windows in the dining room and atrium areas allow for so much sun to enter the building that it throws off the entire heating and cooling system leaving inconsistent temperatures in all areas of the building. Mr. Holzer has looked into solutions and is recommending window film be placed on these glass areas in an effort to keep temperatures consistent throughout the building.

Another recommendation from the County's Energy Audit would be to upgrade our present pneumatic heating/cooling system to a digital system. A digital system would allow adjustments to be made from Mr. Holzer's desktop or directly from the County. After discussion, the possibility of using solar energy was raised. It was decided by consensus to put a hold on a digital heating/cooling system and investigate solar energy further.

Ms. Archambault briefly reviewed several other Restricted Revenues noting that the \$54,786 of Donor Restricted Donations were dollars to be used for a document management system and the \$2,700 for Equipment-docking station were dollars set aside for a computer that was in the budget last year but had not been received from IS. The \$5,225 under Loan Closet Medical Equipment/supplies are dollars used for purchases of equipment for the loan closet or for costs involved in maintaining present

equipment such as the purchase of batteries, to pay for welding of current equipment, etc.

Mr. Holzer also reported on the \$9,590 in Restricted Revenues for replacement of our 2 existing treadmills in our exercise room. Presently both of our treadmills are approximately 10 years old and have burned out motors due to them being too light weight for the amount of continuous use they are receiving. They can be repaired; however, these repairs would only be short-term. The exercise room is heavily used and these dollars would be spent for 2 heavy duty treadmills with a 500 lb. capacity each.

Ms. Miller moved and Mr. Daniels seconded to approve the Restricted Designated Funds from 2009 as noted above. **MOTION CARRIED.**

APPROVAL TO SUBMIT FALLS PREVENTION PLANNING GRANT: Ms. Archambault reported that we had previously written a grant to the Greater Green Bay Community Foundation to support our falls prevention activities. We had asked for \$15,000 but had only received \$7,500; the foundation had eliminated funding for the project coordinator. The Foundation also has funds available for planning grants. Our falls prevention programs have received strong support in the community. Now that state dollars are no longer available to counties for prevention activities, this planning grant is an opportunity to build on our success and to expand our efforts to include medication management/compliance – a critical component to reduce falls for older persons. The grant would also help us to expand our community collaborations and to strengthen our network of community providers. The deadline to submit the grant is February 15, 2010. Ms. Archambault also noted that we are asking to use the \$26,000 of restricted funds to support this effort. An outline of the grant proposal budget was distributed.

Dr. Donarski added that it is important that we continue our efforts and keep the momentum going if we are to achieve long term success. In addition to the new effort to address medication management/compliance, our goal is to embed these programs, (Stepping On, Living Well with Chronic Conditions, Sure Step and Keep Stepping) into our community.

Ms. Fincer-Stone raised concerns about the consultant fees in the proposed budget. It was explained that the foundation wants to see that the programs it funds are evidence-based and this requires consultants from the academic field.

Ms. Miller moved and Ms. Parrish seconded to approve the submission of a Falls Prevention Planning Grant Application. **AYES:** Tom Diedrick, Libbie Miller, Grace Aanonsen, Steve Daniels, Donajane Brasch, Judy Parrish, Tom De Wane. **ABSTAIN:** Patricia Fincer-Stone. **MOTION CARRIED.**

REVIEW OF ADRC 2010 GOALS AND PRIORITIES: Ms. Archambault distributed a copy of ADRC Committees & Taskforces for 2010. The handout listed each committee, members and meeting days and times. Also included was the description, purpose and the objectives for each committee for board perusal.

Ms. Archambault also distributed the notes from Team Forward's 2010 Planning Meeting held on January 19, 2010. The goals and objectives developed at the planning meeting were sent to the existing committees for their review. Each committee is charged with reviewing its goals and with developing a "reasonable" work plan for 2010. Ms. Archambault explained that committee chairs will be reporting back to the board throughout the year.

I&A UPDATE: Ms. Christianson, Assistant Director, distributed a draft of the 'ADRC Functional Screen Quality Policy' along with a copy of the "I&A Chart Review Tool" for board members to peruse. Ms. Christianson reported that the ADRC is now responsible for administering Functional Screens that result in determining a consumer's eligibility for public monies to pay for long term care services. Due to the complexity of these screens, it is critical that screens are completed in a consistent and fair manner. When consumers are found ineligible for funding based on the functional screen, they may file a complaint or grievance about the determination. There will be times when the board will need to be involved in reviewing these complaints/grievances. The draft policy details the process that will be used to respond to these circumstances.

To assure consistency and quality in completing functional screens, one I&A Specialist was identified to serve as the "Screen Lead" in the I&A Department. Her role is to act as a liaison for communications with the state regarding clarification, quality management and staff mentoring and support regarding the Long Term Care Functional Screen.

Ms. Christianson briefly shared two cases with board members. The first highlighted potential issues that may occur when a consumer moves from county to county. A person from a Family Care county wants to move to Brown County. The results from the Functional Screen we administered would end his/her eligibility status resulting in loss of service. This is why it is so critical that there is statewide consistency in completing these screens and why it is important to have the complaint/grievance policy in place.

The second case was a success story. We were able to advocate for a consumer to be identified as eligible for a diversion slot which resulted in the person getting the care needed to remain at home.

The Functional Screen Policy requires board approval. Because it was not distributed to members until the meeting and its approval was not on the agenda, no action was requested at this time.

Mr. DeWane moved and Ms. Finder-Stone seconded to receive and place on file the draft of the Functional Screen Quality Policy and to review it at a later date for approval. **MOTION CARRIED.**

LEGISLATIVE UPDATE:

- Ms. Archambault invited board members to present at future meetings any legislative issues that are important to their field. Ms. Brasch will present on Mental Health Parity at the February meeting.
- Mr. Diedrick announced that there is a movement going around for a legislative audit of Family Care. Advocates want to make sure Family Care is following proper guidelines and meeting consumer needs.
- Ms. Finder-Stone informed those present that the Southeastern Wisconsin Alzheimer's Association has withdrawn from the National Alzheimer's Association

DIRECTOR'S REPORT: Ms. Archambault distributed a schedule for the 2010 ADRC Board of Director's Meetings. The schedule included Board-Committee Business, Trainings & Orientations, External Presenters, Staff Reports and Meeting Locations for the upcoming year.

Ms. Archambault presented this as a tool for keeping everyone on task in an effort to meet our goal of making better use of the board's time. She reviewed the agenda items for the January, February and March meetings and invited input from board members with regard to other possible presenters and meeting locations.

ELECTION OF OFFICERS: Ms. Archambault noted that we would be holding election of officers at the February meeting and asked for volunteers to serve on the Nominations Committee along with Ms. Parrish. Ms. Finder-Stone and Mr. Diedrick accepted and will meet and prepare for the February elections.

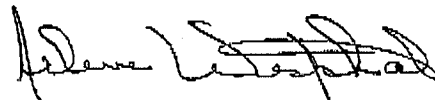
ANNOUNCEMENTS:

- Ms. Finder-Stone urged board members to put the Coalition of Wisconsin Aging Groups District Meeting on their calendar for March 29, 2010. The cost will be \$12.00 and will include lunch. She will have more registration information at the February meeting.
- Mr. Steve Maricque from American Red Cross inquired about the procedure for requesting reserve transportation funds for a replacement vehicle. Ms. Archambault stated he should submit a written request for the board to consider.
- Sup. De Wane thanked the board and expressed his appreciation for everything the Aging & Disability Resource Center does for the community.
- Mr. Diedrick noted that Options for Independent Living, Inc. will have a booth at the Home Builder's Show this weekend promoting universal design.
- Mr. Diedrick announced a Technology Fair on Lambeau Field on October 5, 2010. This will be a region-wide fair and vendors will be bringing in their newest technology.

NEXT MEETING DATE – FEBRUARY 25, 2010: The next ADRC Board of Director's Meeting will be held on Thursday, February 25, 2010, at 8:30 a.m. at the ADRC.

ADJOURN: Ms. Parrish moved to adjourn and Ms. Miller seconded. **MOTION CARRIED.** The meeting adjourned at 10:26 a.m.

Respectfully submitted,



Arlene Westphal, Secretary

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on Wednesday, January 27, 2010

Board Members Present: J. Van Sistine, M. Greenlaw, K. Prast, , S. King

Board Members Excused: B Clancy

Others Attending: B. Natelle, S. Goron, M. Hillert, J. Skenadore, J. Driessen, S. Keckhaver

1. Call to order - 4:00 p.m. – J. Van Sistine
2. Approval of Board Minutes December 15, 2009: S. King moved to approve the minutes of the December 15, 2009 Board meeting. M. Greenlaw seconded the motion. Motion carried.
3. Correspondence: A letter was read from Lamers Bus Lines outlining a safety meeting held in January with the drivers who transport Syble Hopp students. A review of all procedures took place at their meeting.
4. Action Item: Approval of Agenda: M. Greenlaw moved to approve the agenda as presented. S. King seconded the motion. Motion carried.
5. Action Item: Donations: Anonymous donation of \$2500 to Hopp families to help make the Holidays a little better.

The following donations were received for Hopp needs during the holidays:

Michael & Jennifer Sipple - \$200

Steve & Michelle Vermeulen - \$250

Judy Haegers - \$100

Bob & Julie Ronk - \$250 (received in honor of their nephew Cody)

Wilmer & Barbara Loppnow - \$100

The following donations were received for Pool Tiles:

Mary Brick - \$100

Mr. & Mrs. Brian Gustin - \$200

Ms. Lorraine Langer - \$300

Debbie Zierson and Heart of Worship donated 75 plus small stuffed animals and Packer cards. These items were distributed to students by Mr. & Mrs. Santa and elves during a visit to Hopp School in December.

Rhonda Knope, Lamers Bus driver for Hopp students, donated 25 fleece winter scarves.

Bette Phillips donated 10 knitted hats.

Mr. & Mrs. John Lombardi donated \$200 to Laurie Larson's classroom.

Joannes Bed & Breakfast of De Pere donated \$33 from the proceeds of their Christmas Open House.

PROCEEDINGS OF THE BROWN COUNTY CDEB MEETING, JANUARY 27, 2010:

Bev Anderson donated \$45 in honor of Rita Last, OT, Chris Seiberlich, PT and Fay Scheurer, SL Therapist.

Schwabe North America donated faux vegetables and fruit for teaching materials to Rob Morris' classroom.

Michelle Kerkhoff donated a box of music CD's, computer games, videos and clothes for the students.

Mae Kocha of De Pere Christian Outreach donated a box of miscellaneous craft supplies including felt, latch hook rug and wood sticks.

David Vander Velden of Whispering Pines Tree Farm donated 3 cases (120 total) Hi-C drink boxes.

Karen Donovan donated a bag of clothes for students.

Steve Corrigan of Corrigan's CBS Custom Built Structures donated \$5,000 from the proceeds of the Corrigan Tractor Pull held in August, 2009. Proceeds are to be used for Syble Hopp "Wish List" items.

The Ashwaubenon Lions Club donated \$1,930 to purchase designated items from the "wish" list.

Jane Maier donated \$375. to purchase tickets to Disney on Ice for Hopp families.

Tammy Wagner donated a box of clothes.

Betty Richtman donated 3 tickets to the Beja Shrine Circus.

Lanny Tibaldo donated 3 tickets to the Beja Shrine Circus.

Employees of the Brown County Human Services donated 2 boxes of hats, scarves and mittens for Hopp students from their "mitten tree" during the holidays.

Teresa Ruffing donated 80 candy filled plastic candy canes.

Sue McVey donated two winter coats for students.

Georgia- Pacific donated 96 cases of napkins.

The following donations were made through the Aurora Health Care Employee Partnership Campaign: Dr. P. Lane Goolsby \$520 , Luanne O'Leary \$100, Brianna Kurth \$52, Anonymous \$26.

PROCEEDINGS OF THE BROWN COUNTY CDEB MEETING, JANUARY 27, 2010:

The following donations were received for the Pool Fund:

Lamers Bus Lines - \$5,000
Kevin & Mary Lamers - \$1,000
K.C. Stock Foundation - \$15,000
Kate Lombardi - \$2,500
Schneider National Foundation - \$30,000
Wendell & Shanna Ellsworth - \$111,767

M. Greenlaw moved to accept these generous donations. S. King seconded the motion.
Motion carried.

6. Action Item: Financial Report: S. Keckhaver reported that a claim has been submitted to the Department of Public Instruction for High Cost Students. This would be a new funding source for the school. She also reported that Medicaid claims have been submitted but to date we have not received reimbursement. M. Greenlaw moved to approve the financial report for the month ending December 2009. S. King seconded the motion. Motion carried.
7. Administrators Report:
 - a. J Skenadore reported that the City of DePere inspected the cross connection control to help ensure water safety. The school does not have any problems in this area.
 - b. J. Skenadore reported on the humidifier that needs replacement. He has had the County Electrician submit a cost to replace the parts on the humidifier, which total \$1,295.92. Tweet/Garot has looked at the humidifier and will be submitting a replacement cost to Jim within the next few weeks. Jim will submit the results as part of the budget process for the 2010-11 budget.
 - c. B. Natelle reported on background checks. Background checks are done for staff, substitute teachers and aides, college observations students and volunteers.
 - d. M. Hillert reported that a professional Improvement day was scheduled for the afternoon of January 22nd. The offerings on this day included presentations on new techniques for working with children with autism and strategies for working with children with Visual issues. Staff presented on both subjects. Instructional aides received training in the pool by staff member Matt Thomas, PTA on water therapy.
 - e. M. Hillert reported that Arketype supplied materials for classrooms regarding Martin Luther King Jr. Day. Mr. Hillert explained that Scott Menzel was the artist who created the poster. Scott worked at Hopp in the past and also worked with Hopp students while he was employed at St. Norbert College.
 - f. M. Hillert explained that the West De Pere School District has an artist available to work with WDP High School students and Syble Hopp students to paint a mural on the curved wall by the pool.

PROCEEDINGS OF THE BROWN COUNTY CDEB MEETING, JANUARY 27, 2010:

K. Prast moved to accept the Administrators Report. M. Greenlaw seconded the motion. Motion carried.

8. Action Item: Parent Organization: J. Driessen, Parent Organization President, reported that the Parent Organization has 9 cases of nuts left to sell and has sold 641 cases. They will continue their nut sale until all cases are sold.

The Winter Blast event is being held on Saturday, January 30th.
The Spaghetti Dinner is February 9th.
Parent Organization meeting is April 15th.

M. Greenlaw moved to accept the Parent Organization report. M. Greenlaw seconded the motion. Motion carried.

9. Action Item: Payment of Bills: S. King moved to approve payment of the bills totaling \$112,411.18 general fund and \$63,010.07 Pool Fund for the month ending December, 2009. K. Prast seconded the motion. Motion carried.
10. Executive Session: The board will move to Executive session as allowed by WI Stats 19.851(f)(e) to discuss personnel and negotiations. M. Greenlaw moved to executive session as allowed by WI Stats 19.851(f)(i) to discuss personnel and staff requests at 4:35 p.m. K. Prast seconded the motion. Motion carried
11. Action Item: Staff Request: M. Greenlaw moved to approve the staff requests as presented. S. King seconded the motion. Motion carried.
12. Adjournment: S. King moved to adjourn the meeting at 4:50 p.m. K. Prast seconded the motion. Motion carried.

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, December 2, 2009
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>Abs</u>	John Klasen	<u>X</u>
James Botz	<u>X</u>	Pat Kolarik	<u>Exc</u>
Keith Chambers	<u>X</u>	Andy Lundt	<u>Abs</u>
William Clancy	<u>X</u>	Patrick Moynihan, Jr.	<u>X</u>
Norbert Dantinne, Jr.	<u>X</u>	Ken Pabich	<u>X</u>
Ron DeGrand	<u>X</u>	Mike Soletski	<u>X</u>
Bernie Erickson	<u>X</u>	Alan Swatloski	<u>Abs</u>
Mike Fleck	<u>X</u>	Mark Tumpach	<u>X</u>
Steve Grenier	<u>X</u>	Jerry Vandersteen	<u>X</u>
Mark Handeland	<u>X</u>	Tim VandeWettering	<u>X</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>X</u>
Dotty Juengst	<u>X</u>	Vacant (Scott & Bellevue)	<u> </u>

OTHERS PRESENT: Chuck Lamine, Jon Motquin, Jeff DuMez, Lori Williams, Scott Brosteau, Ken Geurts, and Luann Pansier.

The meeting was called to order by N. Dantinne at 6:30 p.m.

1. Approval of the minutes of the November 4, 2009, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by R. DeGrand, seconded by D. Wiese, to approve the minutes as presented. Motion carried unanimously.

2. Receive and place on file the draft minutes from the November 11, 2009, meeting of the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Steering Committee.

A motion was made by P. Moynihan, seconded by J. Vandersteen, to receive and place on file the draft minutes. Motion carried unanimously.

3. **Public Hearing:** Sewer service area amendment to add 144.1 acres to the Town of Ledgeview sewer service area, 2.4 acres to the City of De Pere sewer service area, and 78.6 acres to the Village of Bellevue sewer service area.

J. Motquin opened the public hearing and read the notice as it appeared in the Green Bay Press-Gazette.

N. Dantinne read the names as they appeared on the public hearing sign in sheet.

Scott Brosteau, 4057 Three Penny Court, De Pere, stated he is in favor of the sewer service area amendment for the Town of Ledgeview.

Ken Geurts, 1962 Old Valley Court, De Pere, stated he is on the sanitary board and this amendment will help things move forward in an orderly manner in the Town of Ledgeview.

Luann Pansier, 3701 Dickinson Road, De Pere, stated she supports the sewer service area amendment. She is the treasurer for the Town of Ledgeview and also the clerk/treasurer for the sanitary district.

J. Motquin asked three times if there was anyone else that wished to speak. Hearing none, the public hearing was closed.

4. Sewer service area amendment to add 144.1 acres to the Town of Ledgeview sewer service area, 2.4 acres to the City of De Pere sewer service area, and 78.6 acres to the Village of Bellevue sewer service area.

J. Motquin stated this is a joint amendment between three municipalities. The Town of Ledgeview had proposed removing approximately 136 acres of sewer service areas (SSA) that have been annexed to the City of De Pere and the Village of Bellevue. This would have created un-serviced islands. The City of De Pere and Village of Bellevue were contacted to simultaneously join in this amendment to use their reserve acres to avoid creating un-serviced islands.

N. Dantine asked if the municipalities have cooperative agreements.

J. Motquin replied that Ledgeview has two different SSA agreements with Bellevue. He stated Bellevue and De Pere both support the amendment.

C. Lamine stated this is a cooperative application between the three municipalities.

K. Pabich said the De Pere City Council approved the recommendation for supporting the Ledgeview amendment and also the De Pere amendment areas at their meeting last night.

A motion was made by B. Erickson, seconded by M. Fleck, to approve the amendment with the two conditions listed in the staff recommendation. Motion carried unanimously.

5. Discussion regarding a possible grant opportunity for Light Detection and Ranging (LIDAR) to be included in the 2010 air photo project.

J. DuMez stated the 2010 Land Information budget includes \$80,000 for a high resolution air photo project to be done in the spring of 2010. Brown County has also obtained \$25,000 in federal funding through the Department of Homeland Security for this project.

J. DuMez stated we would like to find enough funding to also perform elevation mapping. LIDAR would be a cost-effective way to do this. LIDAR uses laser distance measurements to sample millions of points on the ground. Each elevation shot would be accurate to approximately one foot. The points could then be processed into useful information. Practical applications of this information could be used for storm water management issues, flood studies or amendments/revisions to the floodplain maps, and for infrastructure planning and design. Developers would find this information useful to locate suitable areas for development and for their preliminary site planning. This LIDAR

information would not be an end-all and would still need to be supplemented with information provided by surveyors or engineers.

J. DuMez said an application for a USGS grant was submitted last Monday for possible funding for the LIDAR project. The "shovel-readiness" of the project had to be demonstrated since the grant's funding was provided with American Recovery & Reinvestment Act (ARRA) stimulus funds. Applications for federal appropriations are due in February and we will also be applying for these funds for this project.

J. DuMez thanked the communities for their letters of support for this project.

M. Soletski asked what the cost of this project would be without any grant funding.

J. DuMez replied the LIDAR would cost approximately \$200,000 and the 2-foot contour information would cost an additional \$200,000. The contour generation was not an eligible activity for the grant. However, the software to generate the contours from the LIDAR data was eligible so we did apply for the software to enable us to generate 2-foot contours.

C. Lamine stated to complete the 2-foot contours, we should focus on the areas of demand immediately and then use the software in-house to generate the 2-foot contours in the other areas.

W. Clancy asked if the local surveyors will be able to access this information from their office once it's complete.

J. DuMez replied yes.

N. Dantine asked if the LIDAR information will be accurate enough to use for preliminary cuts and fills for projects.

J. DuMez replied that it could be used for preliminary planning.

M. Soletski stated the surveyor will still have to do the field work for the final grades but this information will greatly reduce the initial overall cost. He stated the contour information will be very valuable information for the communities and the public.

6. Subdivision ordinance variance request to enable the creation of two parcels without public street frontage in the Village of Bellevue.

J. Motquin stated a certified survey map (CSM) was received for the creation of three lots. Most of the foundations are already in the ground on this condominium development. Due to the fact that banks do not want to loan to new condominium associations because the collateral is not a defined piece of land, the property owner has chosen to create two land-locked parcels to separate some of the unfinished buildings to allow for their completion. The parcel is surrounded by environmentally sensitive areas (ESAs) on three sides. A minor ESA amendment was done in 2007 to allow for the development of this parcel. An area development plan has not been done for this parcel because the landowner would still like to farm for an indefinite amount of time.

J. Botz asked if a new road will access these two lots in the future.

J. Motquin replied yes in the future. He stated there is a private road to access the site. One of the conditions of the CSM is that an ingress/egress easement is established in perpetuity to access the site.

N. Dantine asked if there was a variance prior to this that allowed for these lots with no road frontage.

J. Motquin replied there was not a previous variance and that this development was done as condominium plats. There are in the process of dissolving the condominium plats and instead putting the CSM on this development.

K. Pabich asked if the road south of the property was officially mapped.

J. Motquin displayed on the map the point at which the road was officially mapped to.

K. Pabich stated that without having the road officially mapped, there is no guarantee the parcels would have access in the future.

P. Hilgenberg stated the access easement should address the maintenance of the road and the funding of it.

W. Clancy asked who upkeeps the private road.

J. Motquin replied that the condominium association does.

K. Pabich suggested that before the final approval, the condominium document agreement regarding the private road and the maintenance of it should be recorded with the Register of Deeds. In doing so, future owners would be made aware and this will also guarantee that the road will be maintained.

J. Motquin replied that the Village of Bellevue has approved a planned development district for this CSM already and stated he will check with the village to assure these issues have been addressed.

C. Lamine suggested that a condition could be added to this variance approval to address the road's long-term maintenance requirements and responsibilities for this.

K. Pabich noted that we should also require it to be recorded at the Register of Deeds.

M. Soletski stated we should have something in place that explains our reasoning in waiving the frontage requirement because there will be a road there in the future.

C. Lamine replied that in the past, instead of officially mapping a road, we have required an area development plan. This would prove that you can get a road in there.

A motion was made by K. Pabich, seconded by M. Soletski, to approve the variance request with conditions (1) and (2) listed in the staff recommendations and also the addition of the two following conditions: (3) the maintenance agreement for the maintenance of the private road must be submitted and recorded with the Brown County Register of Deeds, and (4) the Village of Bellevue must show us an area development plan with a viable public street that could be provided in the future for access to the site prior to approval by staff. Motion carried unanimously.

7. Lily Lake Watershed Land Use and Water Quality Study (Phases III and IV) presentation.

J. Motquin gave a PowerPoint presentation explaining the findings of the final phases of this study. Components of this portion of the study included surveys to watershed residents and an internet survey of all Brown County residents, field observations, and chemical instrumentation. A Lily Lake Comprehensive Management Plan has been created and should be implemented to ensure the long-term health and viability of Lily Lake.

R. DeGrand thanked Brown County and Brown County Planning Commission staff for completing this study of Lily Lake.

8. Director's report.
 - a. Update regarding the 2010 Brown County Planning Commission budget.

C. Lamine said the 2010 Brown County Planning Commission budget was approved by the County Board. The Transportation Planning grant revenue was increased by approximately \$19,000 as additional funds became available.

C. Lamine stated that the Brown County Planning and Land Services Department will be hosting a workshop to discuss the Working Lands Initiative. It will be held on December 17 from 7:00 p.m. – 9:00 p.m. at the Brown County Central Library. Representatives from the Wisconsin Department of Agriculture, Trade, and Consumer Protection and the Wisconsin Towns Association will be in attendance to present and also to answer questions pertaining to this program. The Wisconsin Farm Bureau was also invited to attend this workshop.

9. Brown County Planning Commission staff updates on work activities during the month of November 2009.

A motion was made by P. Moynihan, seconded by J. Vandersteen, to receive and place on file the staff updates on work activities. Motion carried unanimously.

(A copy of the staff updates on work activities will be attached only to the minutes provided to the County Board office.)

10. Other matters.

None.

11. Adjourn.

A motion was made by R. DeGrand, seconded by M. Soletski, to adjourn. Motion carried unanimously. The meeting adjourned at 8:00 p.m.

:lsw

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
December 2, 2009**

November 2009 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the November meeting of the Brown County Planning Commission Board of Directors.
- Attended the November Lean Steering Committee meeting.
- Worked on developing the Energy Chapter of the Brown County Sustainability Plan.
- Completed the preliminary review of a loan application to the Brown County Economic Development Revolving Loan program for a business start up proposing to generate 300 new jobs in Brown County.
- Completed the administrative procedures to enable \$1,000,000 in CDBG-Economic Development grant funds to Salm Partners resulting in the creation of 100 new jobs in the Village of Denmark.
- Completed the semi-annual report to the Wisconsin Department of Commerce for the Brown County Revolving Loan Fund Program and the CDBG-Economic Development Grant Program.
- Prepared comments regarding a proposal by Supervisor Scray to privatize the Planning and Land Services (PALS) Department and presented at the November 2009 meeting of the Executive Committee.
- In response to a proposal to privatize the PALS Department and per a request from a Brown County Supervisor, prepared a document titled *Brown County Planning and Land Services Department Program Summary* describing department activities.
- Responded to requests for information from the Brown County Board Internal Auditor in regards to the proposal to privatize the PALS Department.
- Per a request from a County Board Supervisor, provided background information regarding the PALS Department being closed over the lunch hour prior to 2008 as it related to the proposal to privatize the PALS Department.
- Per a request from a County Board Supervisor, provided a staff report developed in February of 2009 explaining BCPC staff involvement at the City of Green Bay City Council meeting regarding roundabouts on Military Avenue at the request of a Green Bay Alderman and County Supervisor.
- In response to a proposal to privatize the PALS Department and per a request from a Brown County Supervisor, prepared a document titled *Brown County Planning and Land Services Grant Summary Report November 5, 2009*, describing recent grant activity.
- Met with and communicated with several concerned citizens, news media, and government officials regarding the proposal to privatize planning services for Brown County.
- Met with the County Executive regarding proposal to privatize the PALS Department.
- Provided information regarding local, state, and federal regulations related to activities of the PALS Department in relation to the proposal to privatize the PALS Department.
- Attended the November County Board of Supervisors meeting to answer questions regarding the 2010 PALS Department budget.

- Attended the November meeting of the Environmental Impact Statement (EIS) Lead Agencies meeting and reviewed the draft EIS Alternatives Identification and Analysis document for the Southern Brown County EIS.
- Continued to review draft sections of the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Met with the GIS/Land Records Coordinator, Zoning Administrator, and a member of the Brown County Planning Commission Board of Directors to discuss alternatives for funding of a LIDAR land contour mapping project.
- Attended the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan Steering Committee meeting on November 11.
- Assisted the Senior Land Use Planner with a review for a major sewer service area (SSA) amendment #SSA 2009-03 LED. This amendment added 144.1 acres to the Ledgeview SSA, 2.4 acres to the De Pere SSA, and 78.6 acres to the Village of Bellevue SSA.
- Prepared for and presented an update to the Brown County Energy Oversight Committee regarding renewable energy projects and updates regarding the Energy Efficiency Conservation Block Grant projects funding \$620,000 in renewable energy projects for Brown County.
- Met with PALS staff to discuss coordination of regulations associated with environmentally sensitive land protection.
- Met with various county staff and coordinated with staff of the City of Green Bay to assist in possible funding for a Neighborhood Energy Efficiency Conservation Block Grant from the ES Department of Energy.
- Volunteered to serve food at the Brown County Employee Lunch United Way fundraiser.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Presented the draft De Pere Bicycle and Pedestrian Plan to the plan's advisory committee and facilitated a discussion about the draft document. Also began to incorporate committee member comments into the draft bicycle and pedestrian plan. The plan will be incorporated into the updated De Pere Comprehensive Plan as a new chapter.
- Completed the draft update of the De Pere Comprehensive Plan's Transportation Chapter.
- Facilitated an EIS Lead Agencies meeting with representatives of WisDOT and the BCPC. Also answered questions from other agencies about the draft Alternatives Identification and Analysis report.
- Began to revise the MPO Long-Range Transportation Plan's Existing Conditions section for the update that must be completed by November of 2010.
- Developed a CTH GV Study progress report for the November meeting of the Brown County Board's Planning, Development, and Transportation Committee.
- Prepared information for a presentation to the Ledgeview Business Association about the CTH GV project and EIS. Also presented the information to the association and answered questions.
- Completed a survey from the Texas Transportation Institute concerning current and planned short sea shipping activities in the area.

The recent major planning activities of Aaron Schuette, Senior Local Assistance Planner:

- Continued writing the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Continued updating the land use inventory for the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.

- Coordinated the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan Steering Committee meeting on November 11.
- Provided a presentation to the UWGB Environmental Planning and Policy Senior Seminar class on the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan and the planning profession.
- Communicated with the state Department of Agriculture, Trade, and Consumer Protection regarding the Wisconsin Working Lands Initiative throughout November.
- Attended the Wisconsin Working Lands Initiative workshop at the Apple Creek Inn on November 4.
- Met with Eaton officials regarding the Wisconsin Working Lands Initiative on November 10.
- Presented background information related to the Wisconsin Working Lands Initiative to the Pittsfield Planning Commission on the evening of November 10.
- Met with the Ledgeview Town Board on the evening of November 24 to discuss the Wisconsin Working Lands Initiative.
- Met with the Eaton Town Board on the evening of November 30 to discuss the Wisconsin Working Lands Initiative.
- Performed the necessary administrative steps for Brown County to receive and distribute EECBG funds.
- Presented an application by the Village of Ashwaubenon for Brownfield Grant funding to the Brown County Planning Commission Board of Directors at the meeting on the evening of November 4.
- Continued administration of the brownfield grant and prepared a reimbursement request to the EPA for consultant work performed under the contract including projects in the Village of Allouez, City of De Pere, and Village of Suamico.
- Reviewed the draft Phase I environmental site assessment for the Village of Suamico DPW.
- Attended and presented the draft Howard-Suamico Safe Routes to School (SRTS) Plan to the Suamico Village Board on the evening of November 2.
- Performed a USGS well check on November 18.
- Attended and presented the draft Utilities and Community Facilities Chapter to the City of De Pere Planning Commission on the evening of November 23.
- Met with Bay-Lake Regional Planning Commission staff regarding the transition process for Village of Wrightstown local assistance planning on November 25.
- Performed a sign ordinance review for a proposed sign in the Mountain-Bay Plaza development in the Village of Pulaski.
- Prepared a listing of the parcels proposed to be rezoned from the R-4 two-family district to the R-3 single-family district in the Village of Pulaski.
- Researched issues related to condominium conversion to zero-lot line homes in the Village of Wrightstown.
- Met with condominium owners in the Village of Wrightstown regarding conversion to zero-lot line homes on the evening of November 30.
- Reviewed the draft Rockland Code of Ordinances.
- Prepared a spreadsheet with old and new zoning classifications for the Town of Rockland.
- Printed display parcel maps of the Town of Eaton and Village of Pulaski.

The recent major planning activities of Peter Schlein, Senior Natural Resource Planner:

- Reviewed potential environmentally sensitive area (ESA) concerns, potential violations, and identified methods for correction for property owners in the Town of Rockland and Village of

Bellevue, among various phone inquiries. Solutions for other potential violations are in progress.

- A Town of Rockland review of a potential alvar (part of the Niagara escarpment), which is a limestone plain with thin or no soil and sparse vegetation. After further review with staff from WDNR and Bay-Lake Regional Planning Commission (BLRPC), it was determined that the site may not have been an alvar because vegetation species were not typical for the situation. An alvar is not common and would have been a significant environmental find for the county, thus a second review by UWGB staff may be suggested from BLRPC.
- A Village of Bellevue site plan and land division was discussed related to the division of two lots near an area where an ESA amendment was performed in the past. A land division is under review by the Land Use planner.
- A number of Village of Bellevue properties were researched for buildable area after the new DFIRM maps were approved. Property owners in a common area were interested in knowing the impacts of the floodway line in their backyard.
- Performed review of Cobblestone at Centennial Centre subdivision for a water quality management letter in order to provide sewer service to the site.
- Revised and prepared certain documents related to the Brown County MS4 Permit. Documents included:
 - Added benthic growth and abnormal vegetation to outfall data collection information for 2010, and modified five-year testing cycle to allow for retest of flow sites from previous year, at the request of WDNR. Performing the changes/updates in-house save the county approximately \$280.
 - Obtained clarification from local and Madison branch of WDNR regarding on-going field screening at municipal lines. The requirement appears beneficial for towns, villages, and cities but is an arbitrary testing location in many situations for counties. This would reduce annual testing needs for the Brown County by two to three days, saving \$1,500 in County Highway and Planning staff hours over each permit cycle.
- Performed duties of chair of NEWSC. Oversaw the following:
 - Developed 2010 organization budget.
 - Continued implementation of fall portion of year-long anti-phosphorous campaign.
 - Passed chair position on to vice-chair of organization during fall elections.
 - Attended monthly Illicit Discharge Detection and Elimination (IDDE) committee meetings.
- Performed duties as local planning assistant for the Town of Ledgeview. Completed the following tasks:
 - Prepared summary reports of staff for last two years to aid Commission in deciding to contract a new agent for planning services in 2010.
 - Developed Neighborhood Center District binder for staff.
 - Prepared documents to forward to new incoming planning staff.
 - Addressed street vacation issues with WDOT.
 - Prepared site plan reviews for new multi-family housing area.
 - Finalized an October and December 2009 zoning map, an address book map, and a large address map for DPW and fire needs.
 - Attended Planning & Zoning Committee meeting and staff meetings.
 - Provided miscellaneous planning services.
- Performed duties as local planning assistant for the Village of Suamico. Provided miscellaneous planning services.
 - Provided county advice regarding trail concepts with village planner.
- Provided planning services and environmentally sensitive area related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of

ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.

- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Jon Motquin, Senior Land Use Planner:

- Completed review letters for three certified survey maps (CSMs).
- Distributed new CSMs and plats for review.
- Distributed and filed recorded CSMs and plats.
- Conducted fieldwork for plats and CSMs undergoing review. Visited several sites to observe and verify wetlands, environmentally sensitive areas (ESAs), and non-buildable areas.
- Reviewed all street names for new plats and CSMs in Brown County. This function verifies the spelling and location of existing streets and extensions of streets, as well as verifying non-duplication and appropriateness of proposed new street names.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.
- Prepared and presented staff reports for development proposals in the Village of Denmark as a staff planner:
 - Attended one monthly evening Planning Commission meeting to continue to create an updated zoning ordinance.
 - Performed background research and continued drafting an updated zoning ordinance for the village.
 - Reviewed a site design plan for a proposed manufactured homes, recreational vehicle, and utility trailer sales establishment in the village.
 - Completed a staff report for a variance for a side yard setback for a proposed accessory structure for a manufacturing facility.
 - Served as the zoning administrator for the Village of Denmark.
- Attended monthly staff meetings.
- Continued background research and work on Lily Lake Land Use and Water Quality Study Phase III.
 - Continued to analyze survey data.
 - Continued preparing chapters regarding several topics for the Comprehensive Lake Management Plan.
 - Completed the final draft copy of the *Lily Lake Comprehensive Management: Watershed Land Use and Water Quality Study*.
- Served as the addressing agent for the towns of Eaton, Green Bay, Holland, New Denmark, and Pittsfield.
- Reviewed one water quality management letters for sewer service extension in the Brown County Sewer Service Area.
- Completed CSM reviews for the Zoning Department.
- Completed administrative review for a major sewer service area (SSA) amendment #SSA 2009-03 LED. This amendment added 144.1 acres to the Ledgeview SSA, 2.4 acres to the De Pere SSA, and 78.6 acres to the Village of Bellevue SSA.

- Advised the Village of Denmark regarding a possible SSA amendment which the village is considering.
- Collaborated with Village of Hobart staff, a local surveyor, and a local developer to complete a second plat for the Centennial Centre at Hobart development.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Using the software ArcMap added and edited sidewalk, crosswalk, and trail information in the Brown County geodatabase. The Planning Department will receive a grant for \$67,109 to complete the *Bicycle and Pedestrian Study and Model Ordinance Development* project. Creating the inventory is the first step in the process.
- Collected and began analyzing data for the 4th *Quarter Green Bay Metro Route Review* report. All of Metro's full service fixed routes will be examined.
- Evaluated the need for a possible Transportation Improvement Program (TIP) amendment to secure \$48,000 for the Forward Service Foundation to fund the Brown County Mobility Manager and transportation services for the first half of 2010. This action is a result of the federal transportation law, SAFETEA-LU, expiring and lack of a long-term extension or passage of a new law. An amendment was not required as the 2010 program was adequately presented in the current TIP.
- Researched the Environmental Protection Agency's (EPA) PM2.5 non-attainment thresholds and designation process under the provisions set by the Clean Air Act. The Wisconsin Department of Natural Resources (DNR) staff has indicated to the Federal Highway Administration (FHWA) staff that "Brown County may slip into non-attainment once 2007-2009 monitor data is available." The designation places additional responsibilities and requirements on the MPO. Currently, Brown County is attainment for criteria pollutants.
- Assisted Green Bay Metro staff in processing a request for additional American Recovery and Reinvestment Act (ARRA) funds. Additional stimulus funding has become available to Wisconsin's urban transit properties as the rural systems collectively failed to spend their ARRA allocation.
- Prepared for consideration a resolution requesting the Green Bay Common Council to authorize the mayor to file and execute the 2010 Federal Section 5307 grant application for transit operating assistance. The estimate of \$2,522,595 in funds to be applied for will offset the cost of providing mass transit in the cities of Green Bay and De Pere, the villages of Allouez, Ashwaubenon, and Bellevue, and to the Oneida Tribe of Indians. Also prepared the certifications and assurances document for 2010.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Prepared and presented materials at the US 41 Transportation Management Plan (TMP) Task Force meeting. The US 41/Shawano Avenue interchange was the area of emphasis.
- Collected and supplied various transportation information to Northeastern Wisconsin Regional Access to Transportation Committee (NEWRATC) members.
- Attended the Brown County Planning Commission Board of Director's meeting on November 4.
- Participated in the in the Green Bay Transit Commission meeting on November 18.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Completed a grant application to USGS for \$250,000 to complete Lidar elevation mapping for Brown County; met with various members of the community to discuss needs; presented

at the Brown County Homebuilders to generate support for the project; made various contacts with many others in the community.

- Provided monthly refresh of GIS data to E-911 to be used for the Computer Aided Dispatch system on November 13.
- Met with Information Services staff to create a workplan for GIS migration to a new server platform.
- Continued to work on the new web mapping server by assisting the Information Services Department on the software installation and by preparing the GIS maps for inclusion into the new system.
- Continued to work on the new plat book.
- Worked with Ashwaubenon and Brown County Public Safety to adjust the police dispatch recommendations at various intersections in Ashwaubenon.
- Met with John Lampkin at the Communications Center to discuss mapping required for the upcoming radio interoperability study.
- Assisted Green Bay Metro Transit in reviewing proposals for Automatic Vehicle Location (AVL); participated in a webinar to view demonstrations from vendors.
- Provided land records report on special assessments for the Town of Pittsfield.
- Provided a list of parcels and addresses zoned exclusive agriculture for the Town of Ledgeview to assist in a mass mailing.
- Updated a sewer service area map in the Village of Denmark.
- Assisted the Senior Planner by creating a new GIS layer for the upcoming 2010 Land Use Inventory.
- Participated in a conference call with the Baird Creek Foundation and Ducks Unlimited to discuss the county's GIS services as related to the objectives of these two organizations.
- Assisted Mead & Hunt with obtaining information on environmentally sensitive areas in Ledgeview.
- Performed several GIS database edits in order to keep all programs running with current information.
- Created a GIS database replica for the Village of Bellevue.
- Provided a parcel dataset for McMahon on behalf of a Town of Lawrence project.
- Spent a significant amount of time documenting the activities of the Land Information Office as a response to the proposal to privatize the department.
- Attended various County Board committee meetings.
- Attended other staff meetings and ad hoc meetings as needed.
- Continued to keep the County Land Records Mapping Web site running and troubleshoot as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Completed the first part of the bus stop update project. All 250 points have been adjusted with the proper data entered for each point. Brown County staff is working in coordination with Green Bay Metro to check all the points in a "comprehensive review" for proper location along all routes. All pictures have been tagged and given an ID. The pictures will be linked to the Google Transit feed in the next step of the bus stop update.
- Worked on the STP Urban grant making sure all sidewalks in Green Bay are aligned properly and have the correct data.
- Produced several maps to assist staff with the update to the City of De Pere Comprehensive Plan.

- Created multiple maps for the Principal Planner for pedestrian and bicycle facility review in the City of De Pere.
- Designed a rough format for a new web page design that will be presented to staff in the coming month. The new design is intended to make navigation easier within the Planning and Land Services Department.
- Created a map book for the Town of Ledgeview allowing for easy "in the field" use.
- Created a map for the Town of Ledgeview to be used for several applications including emergency use, snow plowing, and use by the fire department.
- Assisted the Senior Land Use Planner by creating a map to be used in one of his case reports. This map was created through a process called geo-referencing which overlays images onto the existing map data.
- Held three meetings with Chris Braatz from Green Bay Metro. We worked on the bus stop locations and picture recognition.
- Participated in staff meetings.